



## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 5, DEPUTY DIRECTOR  
STATE HEARINGS DIVISION

**SALARY:** \$9115 - \$9857

**FINAL FILE DATE:** DECEMBER 13, 2005

### DUTIES AND RESPONSIBILITIES

The Deputy Director, State Hearings Division, receives administrative direction from the Chief Deputy Director, California Department of Social Services (CDSS) and is responsible for providing overall direction to the State Hearings Division of CDSS. This position serves as the Chief Administrative Law Judge and is directly responsible for making policy decisions and recommendations which impact the state hearing process.

The incumbent directs the State Hearings Division which includes five regional offices, Child Support State Hearings, Operations Support Bureau, and the Quality Improvement Disability Hearings Bureau. The Division's program responsibilities include the administration of the California state hearing system affecting welfare recipients; coordination with program units in the Department to ensure consistency of the decisions with program positions; preparing responses on legislation affecting State Hearings' operations; and involvement with the preparation of regulations affecting areas which are discovered through the hearing process. State and Federal law requires that an administrative hearing be held for recipients of program aid/services as a means of redress of grievances.

As the manager of the Department's entire state hearing process, the Deputy Director/Chief Administrative Law Judge has responsibility for hearings in programs affecting recipients in the California Work Opportunity and Responsibility to Kids Program (CalWORKS), Food Stamps (FS), In-Home Supportive Services, California Medical Assistance, Social Services, Refugee Demonstration Project, and Adoption Assistance. The Deputy Director is also expected to represent the Department before public and private groups and effectively communicate departmental policy before these groups.

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## **EXAMINATION INFORMATION**

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant include specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates.

A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews will be held during **December 2005/January 2006**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

## **MINIMUM QUALIFICATIONS**

Applicants must be an attorney (Welfare & Institutions Code 10556) licensed to practice law in California and must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

## **DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. In-depth knowledge of the Department of Social Services' programs, particularly those of the State Hearings Division.
- b. Understanding of the State Hearing process.
- c. Experience with scheduling hearings, dispatching Administrative Law Judges to conduct hearings and monitoring the preparation of decisions.

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**DESIRABLE QUALIFICATIONS (Continued)**

- d. Experience coordinating with other Divisions in the Department to ensure consistency of the decisions.
- e. Involvement with the preparation of policies and regulations affecting areas which are discovered through the hearing process.
- f. Experience establishing standards for evaluating Administrative Law Judges' performance.
- g. Experience reviewing and preparing responses on legislation affecting State Hearing Division's operations.
- h. Ability to manage staff in offices throughout the State to ensure consistency of policy application and adherence to state hearing procedures.

In addition, applicants must demonstrate the ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 5** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants must file each of the following documents:

1. An Application for Examination (STD 678), specifying which examination you are applying for and
2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this examination.

NOTE: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Send these documents to: **California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814**

Applications must be postmarked **no later than** the final file date of **December 13, 2005**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Julie Love  
at (916) 657-1745.

Questions regarding the position should be directed to Nancy Lee  
at (916) 657-2598.